

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 April 1957

FROM : Acting Chief, Clerical Training

SUBJECT: Report Number 16, Week of 9 - 15 April 1957

1. Numbers in Clerical Induction Training. During the week of 9 April there were people in Clerical Induction Training. 25X1

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were people for the week of 9 April. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 9 April were as follows:

	Tested	Qualified	
Shorthand	<input type="text"/>	<input type="text"/>	25X1
Typewriting			

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 15 April were as follows:

	Tested	Qualified	
Shorthand	<input type="text"/>	<input type="text"/>	25X1
Typewriting			25X1

5. Instructor Completes Effective Speaking. Instructor, Clerical Refresher, completed Effective Speaking under Mr. from 11 March through 15 April 1957. 25X1

6. Secretary Enrolled in Training. Secretary, Clerical Training, is enrolled in the Reading Improvement program which will be given from 15 April through 8 May 1957. 25X1

7. Chief's Absence. Chief, Clerical Training, will be in New York City attending the Eastern Business Teachers Association Convention during the week of 15 April through 20 April 1957. 25X1

25X1

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